



135 Prairie Avenue
Providence, RI 02905
Phone: 401-270-9007
Fax: 401-270-6595

www.southsideelementary.org

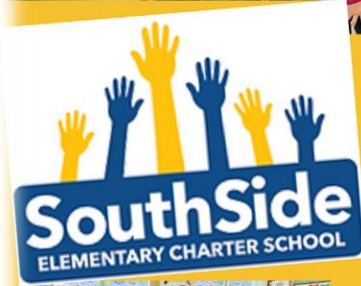
FAMILY HANDBOOK

2023-2024



MISSION

SouthSide Elementary Charter School provides a diverse group of Providence kindergarten through fifth grade students with a solid step towards college and community leadership. Students learn to read, write, think logically and problem solve on grade level within a curriculum that emphasizes academic rigor, excellence, and community engagement in an extended day and school year.





Welcome to SouthSide Elementary Charter School!

We are very excited that you have chosen Southside Elementary Charter School and we welcome you to our learning community! SouthSide is a warm, caring, nurturing, and safe learning environment where children are valued and cherished. The Southside Family Handbook outlines many important items, including policies, procedures, our educational philosophy, and much more. Please take the time to read this handbook in its entirety, as it provides guidance for day-to-day operations at Southside Elementary Charter School. This document also serves as a helpful reference tool for any questions you may have throughout the year. As always, we welcome any questions or concerns you may have about the contents of the handbook. Please contact us at any time if you need clarification on any of our policies or procedures. We look forward to working with you to ensure that our children receive the very best education at Southside Elementary Charter School!



SCHOOL INFORMATION

Our Philosophy

We believe students thrive in a personalized school environment in which each student is known by all. This small school setting will afford students the opportunity to benefit from small group, individualized instruction. Students will be in a rich, literate environment in which they will learn to love reading. Students will become empowered to

effectively express themselves both orally and in writing in order to be contributing members of society. Students will engage in real-world applications in mathematical thinking and problem solving. Community service will be embedded in all disciplines and will be at the center of all we do. We also believe that teaching students to set goals, work hard, meet challenges, and help others will lead them to success in school and in life.

Mission Statement

Southside Elementary Charter School provides a diverse group of Providence kindergarten through fifth grade students with a solid step towards college and community leadership. Students will learn to read, write, think logically, and problem solve on grade level within a curriculum that emphasizes academic rigor, excellence, and community engagement in an extended school day and year.

Core Values

- Demonstrating honesty with kindness and compassion
- Being responsible for our own actions
- Respecting ourselves, others, and property
- Working together as a team
- Always striving to do our best

Our Board of Trustees

The Southside Elementary Charter School Board of Trustees consists of educators and community members who have a wide range of experience working with children and with organizations that serve South Providence. They include:

Madeline Burke, Chairperson

Dr. Magdalena Andres

Michael Abney

TeLisa Richardson

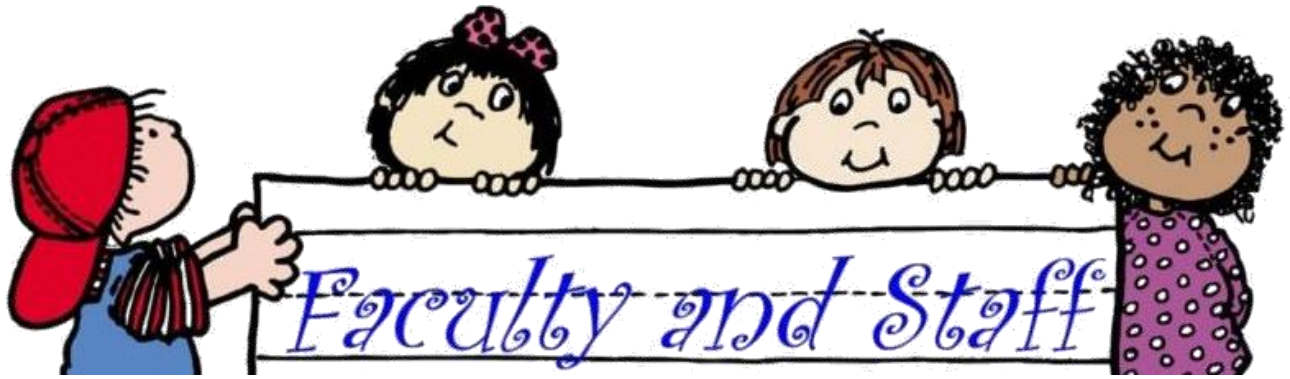
LaTanya Monteiro

Ivory Jeffries

Kas Karvalho, Legal Counsel

Community Partners

- Amos House -GED classes, job training, financial literacy support, food and shelter needs
- Brown University - summer program for elementary students, volunteer recruitment
- Community College of Rhode Island - adult education, volunteer recruitment
- Community Preparatory School - facility needs, education support
- Davey Lopes Recreation Center- recreation needs, neighborhood outreach
- Providence Public Library - early childhood literacy, ESL classes for adults
- Ready to Learn Providence - early childhood best practices, outreach
- Southside Community Land Trust - gardening, hands-on science opportunities Center for Resilience - Mindfulness instruction for all students K-5



SouthSide Elementary Charter School Faculty and Staff (2023-2024)

Wendy Randle	Director
Dr. Janice DeFrances	Special Education Director
Lourdes De Jesus	Business Manager/Food Service Director
Tamara Diaz, LICSW	School Social Worker
Tina Hawksley	Data Manager/Admissions Coordinator
Deb Moriarty	Speech Pathologist
Dr. Leanne Nyahkoon	Occupational Therapist
Priscilla Neely	Multi-lingual Learning Specialist
Melanie Ducharme	Art Teacher
Hannah Resseger	Music and Physical Education Teacher
Meghan DiGioia	Learning Partner – Specials
Molly Tracy-Harris	Reading Interventionist
Janine Lee	Tech Support/Mentor
Claudia Garcia	Receptionist
Schae Karla Lewis, RN	School Nurse

Kindergarten Team

Cameron St. Germain	Kindergarten Teacher
Susan Rodrigues	Learning Partner
Corina Best	Learning Partner

1st Grade Team

Kimberly Nicoll	1 st Grade Teacher
Fanny Taveras	Learning Partner
Danna Gomez	Learning Partner
David Desjardins	Learning Partner/CNA

2nd Grade Team

Benjamin Barrett	2 nd Grade Teacher
Shanté McLean	Learning Partner
Phil Casseus	Learning Partner

3rd Grade Team

Samantha Poole	3 rd Grade Teacher
Chris Love	Learning Partner

4th Grade Team

Jessica Quenga	4 th Grade Teacher
Crystal Gonzalez	Learning Partner
Devin Greene	Learning Partner

5th Grade Team

Anthony Senior	5 th Grade Teacher
Russell Ford-Brown	Learning Partner
Diana Gomez	Learning Partner
Deanna Garcia	Learning Partner

All staff emails are: first initial last name@southsideelementary.org
ex: Wendy Randle is wrandle@southsideelementary.org

Whom to Contact at SouthSide Elementary Charter School

(401) 270-9007

Application/Admissions Process.....	Admissions Coordinator Tina Hawksley (thawksley@southsideelementary.org)
Your child's health, medication, medical forms.....	School Nurse Schae Karla Lewis, RN (slewis@southsideelementary.org)
Curriculum Questions.....	Director and/or Teachers
Classroom Issues/Concerns.....	Teachers and/or Director Wendy Randle (wrandle@southsideelementary.org) <i>Director</i> Cameron St. Germain (cstgermain@southsideelementary.org) <i>Kindergarten</i> Kimberly Nicoll (knicoll@southsideelementary.org) <i>1st Grade</i> Benjamin Barrett (bbarrett@southsideelementary.org) <i>2nd Grade</i> Samantha Poole (spoole@southsideelementary.org) <i>3rd Grade</i> Jessica Quenga (jquenga@southsideelementary.org) <i>4th Grade</i> Anthony Senior (asenior@southsideelementary.org) <i>5th Grade</i>
Information on Special Education.....	Special Education Director Dr. Janice DeFrances (jdefrances@southsideelementary.org)
Counseling.....	Social Worker Tamara Diaz, LICSW (tdiaz@southsideelementary.org)
Extended Day Program.....	Director Wendy Randle (wrandle@southsideelementary.org)
Updating Your Family/Contact Information.....	Data Manager
Student Records/Withdrawal	Tina Hawksley (thawksley@southsideelementary.org)
MLL Services.....	MLL Teacher/Coordinator Patricia Neely (pneely@southsideelementary.org)



STAFF DIRECTORY

2023-2024

NAME	EMAILS	TITLE/ROOM	EXT
WENDY RANDLE	WRANDLE@SOUTHSIDEELEMENTARY.ORG 401-871-3878	DIRECTOR	100
TINA HAWKSLEY	THAWKSLEY@SOUTHSIDEELEMENTARY.ORG	DATA MANAGER/ ADMISSIONS COORDINATOR	101
DR. JANICE DEFRANCES	JDEFRANCES@SOUTHSIDEELEMENTARY.ORG 401-480-5675	DIRECTOR OF SP ED/ SP ED	112
TAMARA DIAZ, LICSW	TDIAZ@SOUTHSIDEELEMENTARY.ORG 401-527-5037	SOCIAL WORKER	103
SCHAE KARLA LEWIS, RN	SLEWIS@SOUTHSIDEELEMENTARY.ORG 929-526-7994	SCHOOL NURSE	314
MOLLY TRACY-HARRIS	MTRACYHARRIS@SOUTHSIDEELEMENTARY.ORG	READING INTERVENTIONIST (3-5)	102
CAMERON ST. GERMAIN CORINA BEST SUSAN RODRIGUES	CSTGERMAIN@SOUTHSIDEELEMENTARY.ORG CBEST@SOUTHSIDEELEMENTARY.ORG SRODRIGUES@SOUTHSIDEELEMENTARY.ORG	KINDERGARTEN	104
KIMBERLY NICOLL FANNY TAVERAS DANNA GOMEZ DAVID DESJARDINS	KNICOLL@SOUTHSIDEELEMENTARY.ORG FTAVERAS@SOUTHSIDEELEMENTARY.ORG DGOMEZ@SOUTHSIDEELEMENTARY.ORG DDESJARDINS@SOUTHSIDEELEMENTARY.ORG	FIRST GRADE	106
BENJAMIN BARRETT SHANTE MCLEAN PHIL CASSEUS	BBARRETT@SOUTHSIDEELEMENTARY.ORG SMCLEAN@SOUTHSIDEELEMENTARY.ORG PCASSEUS@SOUTHSIDEELEMENTARY.ORG	SECOND GRADE	105
SAMANTHA POOLE CHRIS LOVE	SPOOLE@SOUTHSIDEELEMENTARY.ORG CLOVE@SOUTHSIDEELEMENTARY.ORG	THIRD GRADE	107
JESSICA QUENGA CRYSTAL GONZALEZ DEVIN GREENE	JQUENGA@SOUTHSIDEELEMENTARY.ORG CGONZALEZ@SOUTHSIDEELEMENTARY.ORG DGREENE@SOUTHSIDEELEMENTARY.ORG">DGREENE@SOUTHSIDEELEMENTARY.ORG	FOURTH GRADE	316
ANTHONY SENIOR RUSSELL FORD-BROWN DIANA GOMEZ DEANNA GARCIA	ASENIOR@SOUTHSIDEELEMENTARY.ORG RFORDBROWN@SOUTHSIDEELEMENTARY.ORG DIANACGOMEZ@SOUTHSIDEELEMENTARY.ORG DGARCIA@SOUTHSIDEELEMENTARY.ORG	FIFTH GRADE	110
HANNAH RESSEGER MELANIE DUCHARME MEGHAN DIGIOIA	HRESSEGER@SOUTHSIDEELEMENTARY.ORG MDUCHARME@SOUTHSIDEELEMENTARY.ORG MDIGIOIA@SOUTHSIDEELEMENTARY.ORG	SPECIALIST ROOM	
PATRICIA NEELY	PNEELY@SOUTHSIDEELEMENTARY.ORG	MILL	112
JANINE LEE	JLEE@SOUTHSIDEELEMENTARY.ORG	TECH SUPPORT/ MENTOR	323
LOURDES DEJESUS	LDEJESUS@SOUTHSIDEELEMENTARY.ORG	DIRECTOR OF FINANCE & OPERATIONS	109
CLAUDIA GARCIA	CGARCIA@COMMUNITYPREP.ORG	FRONT DESK	300

SCHOOL HOURS

OUR SCHOOL YEAR CONSISTS OF 190 DAYS.

OUR SCHOOL DAY HOURS: 8:00AM – 3:15PM

OUR EXTENDED DAY PROGRAM – 3:15PM – 4:00PM

Arrival

Students riding the bus will arrive at approximately 7:00. Students being dropped off by family members may arrive no earlier than 7:15 a.m. Please do not drop off children in the morning before 7:15 a.m. From 7:15-8:00 student will be provided with breakfast in their classroom and they will have the opportunity to complete assigned morning work and receive targeted instruction as needed. Students arriving after 8:00 a.m. are considered tardy and need to be signed in by a parent or guardian in the main office before proceeding to class. We appreciate any effort you can make to have your child at school by 8:00 a.m. At the elementary school level, we recognize that students are not responsible for getting themselves to school. Please make sure morning routines are in place at home to help with a safe and timely arrival to school each day. Instruction will begin promptly at 8:00 a.m. and we don't want students to miss out on any important learning and/or social interaction with their peers.

Drop-Off

Parents may drop off students at the front door at 7:15 a.m., where a staff member will be there to greet them. For safety reasons, at no time should students be dropped off on side streets, such as Somerset Street, or any other street that surrounds our school.

Early Pickup

If you are going to pick up your child before dismissal for a scheduled appointment, please let your child's teacher know ahead of time, either via Class Dojo, email, or a text message. Parents are required to notify staff via text and/or Class Dojo of early pickups and any changes to transportation by no later than 1:00. Once you arrive to pick up your child, do NOT come into the building. Please notify the applicable staff member via text and/or Class Dojo of your arrival and your child will be escorted to your car by a designated staff member. Under no circumstances may students leave the school building during the day without an adult.

The school requires a written list of every individual who has permission to pick up your child from school. We cannot allow students to leave school with anyone who is not on your list. Anyone on your list must provide school personnel with photo identification upon pick-up. It is the family's responsibility to provide SouthSide Elementary Charter School with written information regarding any custody or restraining order issues relating to your children. You may provide this information to the Director or the Data Manager.

Departure

Dismissal takes place at 4:00 p.m. each day for students participating in the Extended Day Enrichment Program. Students who are not participating in this program are to be picked up by their family member at 3:15. Immediately following the Extended Day Enrichment Program, students riding the bus will be dismissed first, followed by students being picked up by family members. If you are picking up your child, please arrive no later than 4:00 and remain in your car parked along Somerset Street. **PLEASE PULL ALL THE WAY UP TO THE CORNER OF SOMERSET AND TANNER TO SAVE ROOM FOR OTHER FAMILY MEMBERS.** Please notify the applicable staff members via Class Dojo and/or text once you arrive and a designated staff member will bring your child to your vehicle.

School Cancellations

In the event of inclement weather, emergency, or unforeseen event, SouthSide will do our best to make swift, appropriate decisions regarding school closings, delayed openings, or early release. Any closings, delays, or early release will be announced by RI Broadcasters on Channels 6, 10 & 12 and many local radio stations. In addition, we will send a recorded phone message and an email to all primary family members for whom we have that information.

Emergency Response Plan

RI law requires all schools to implement and update annually the school safety plan. In addition, all schools are required to complete a number of safety drills each year including fire drills, intruder alert drills, lock-down drills and evacuation drills. At SouthSide, our students are taught and practice these drills throughout the school year so that we will be well prepared in the event of any type of emergency.

Attendance & Tardiness

Regular attendance is an important factor in student success at school. The SouthSide Elementary Charter School attendance policy requires students to be in school by 8:00 a.m. Students who arrive after 8:00 will be marked tardy. Students who are tardy more than three times must report to the principal's office before going to class. Tardiness is discourteous and shows a lack of respect for classmates and teachers. Please make sure your child gets to school on time. If desired, the principal will contact you to help devise a plan for your child to be on time for school. The policy further states that parents will notify the applicable classroom teacher in writing via email every time the student is absent, and a documented excuse should also be provided.

Please be advised that the Rhode Island Compulsory Attendance Statute Title 16, Chapter 16-19 applies to charter public schools and will be enforced with fidelity. The following is a link to the Rhode Island Compulsory Education Law: <https://law.justia.com/codes/rhode-island/2014/title-16/chapter-16-19/section-16-19-l/>.

In the event that our entire school or any particular class ends up in distance learning, students will be marked present if they attend their morning and afternoon Zoom meetings and they complete at least 75 % of their online assignments.

Absences can be excused for the following reasons:

- ALL COVID-19 RELATED ABSENCES WILL BE EXCUSED
- Illness or injury that prevents the student from being physically able to attend school
- The local health officer or State Board of Health orders isolation or quarantine
- Death of a member of the immediate family
- Medical, dental, or other appointment with health care provider that cannot be scheduled outside of school hours
- Student is party to or under subpoena with court proceedings or tribunal
- Religious observance in accordance with school board policy

SouthSide Charter School expects students to attend school every day that school is in session (190 days) and asks that parents and guardians plan trips during school vacations. Family vacations planned during school time will result in unexcused absences. Please use the school calendar on the next page to plan family vacations accordingly:

SouthSide Elementary Charter School

2023-2024 School Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 School Closed

 PD Statewide PD Days (possible)

 STAFF ONLY - Planning Days

 Parent Teacher Conferences

 First and Last Day of School

Aug 15-18	Planning/Development Days-STAFF ONLY
Aug 23	First Day of School for students
Sep 4	Labor Day - Closed
Oct 9	Indigenous People's Day - NO SCHOOL
Nov 13	Veteran's Day (Observed) - NO SCHOOL
Nov 23-24	Thanksgiving Recess - NO SCHOOL
Dec 22	Family Conferences - NO SCHOOL for students
Dec 25-Jan 1	Holiday Recess - NO SCHOOL
Jan 2	Professional Development - No School
Jan 15	Martin Luther King Jr Day - No School

Feb 19-23	Winter Recess - NO SCHOOL
Mar 29	Good Friday - NO SCHOOL
Apr 15-19	Spring Recess -NO SCHOOL
Apr 23	Statewide PD Day - NO SCHOOL
May 27	Memorial Day - NO SCHOOL
Jun 19	Juneteenth - NO SCHOOL
Jun 21	Last Day of School
TRIMESTER END DATES:	Total Days: 190
12/8, 3/15, 6/14	Updated 4/18/23 TH

PARENTS & STUDENTS

Parent Roles & Responsibilities

- Please ensure that your child(ren) attends school every day and that they arrive on time – ready to learn!
- Please respect and follow all school policies and procedures.
- Please inform the school, as soon as possible, when your contact information changes.
- Please ensure that the school always has up to date contact information for your emergency contacts.

Family Contact/Emergency Contact Information

It is **VERY IMPORTANT** that the school is able to contact you! A current cell or home phone number and a valid email address should be available to the school **at all times**.

If your information changes at any time, please remember to update your information with us!

The school should also have current information for all of your emergency contacts. You should list at least 2 people, besides yourself, as contacts, and their information should be kept up to date.

Communication

We encourage families to keep in touch with our teachers in relation to students' academic and social emotional progress as well as curriculum-related information and classroom events. There are several ways to maintain effective communication between home and school. These include the standard written notes, email, text, Class Dojo, Facebook, the school website and telephone conversations. Families should expect staff members to respond to emails and other written communication within 24 hours. Teachers are not available to have unscheduled conferences or to answer extensive questions during the school day while they are teaching. If you need to speak to your child's teacher about more involved concerns or questions, please contact your child's teacher to schedule a meeting (in-person or virtual). When you have questions or concerns about your child's progress, behavior, grading practices, peer issues, and/or other classroom issues, you should first contact your child's teacher with your concerns/questions. If issues do not get resolved at the teacher's level, you may schedule a conference with the principal.



Southside Elementary Charter School offers many opportunities for parents to become involved in our classrooms and at our family engagement events. We have a parent orientation, goal-setting conferences at the start of each trimester, celebrations of student work, parent workshops on academic, behavioral, and social topics such as organization strategies, homework expectations, internet safety, developing a growth mindset, dealing with behavior challenges, and other learning issues.

Parents will receive specific information in relation to their child's achievement in math and literacy. Southside's iReady web-based assessment reports will be shared with family members each trimester. In addition to the December parent teacher conference, family members can schedule virtual or in person meetings with teachers at any time throughout the year.

We encourage families to communicate with us on a regular basis via face-to-face conversations, scheduled meetings, telephone conversations, letters, or e-mails to school personnel. Translation will be provided upon request.

SouthSide Elementary Charter School encourages students and parents to discuss concerns and complaints through informal conferences with the appropriate teacher, Education Director, or other staff. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If an informal conference regarding a complaint fails to reach an outcome satisfactory to the student or parent, the student or parent may initiate the formal process by filing a written complaint form. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

Formal Complaint Procedure

The following is the procedure for filing a formal complaint:

Level 1 - Director - Please contact the director at (401)871-3878 or via email at wrandle@southsideelementary.org

Level 2 - Due Process Committee (comprised of staff, parents, and community members)

Level 3 - School Board of Trustees



ACADEMIC PERFORMANCE

This year, we will begin to utilize Skyward Family Access, where you will be able to monitor your child's attendance, grades, and personal and contact information. You will also be able to view and print your child's report cards and sign documents (Special Education), if necessary. More information on Skyward Family Access will be made available soon!



SCHOOL EVENTS

Each year, SouthSide holds parent events such as PTO meetings and parent conferences, and family events such as Harvest Night and the Spring Dance. Throughout the school year, flyers will be sent home for all upcoming events!

FIELD TRIPS

Throughout the school year, SouthSide students may go on field trips with their classes or as a school community. Permission slips will be sent home with your child with all of the information about the field trip.

Occasionally, our students will go on walking field trips in the neighborhood. A “walking” permission slip will be sent home at the beginning of the year, giving permission for

the entire school year. Parents will be notified about these walking field trips and when they will happen.

FIELD TRIPS



SPECIAL EDUCATION/MULTI-LINGUAL LEARNERS

SPECIAL EDUCATION

Students may be referred for special education assessment to see if they qualify for an Individual Education Plan (IEP) either through and RTI process or by a direct parent/guardian referral. When a referral is received, the Special Education team meets to determine if testing is needed. If a student qualifies for special education services, an IEP will be developed. (A student who does not qualify for an IEP but has a diagnosis that will impact school performance may qualify for a 504 plan that will outline modifications and accommodations they can receive.)

The MLL program is an instruction program for students who are native speakers of a language other than English. The program is designed to aid students in English language development and includes differentiated teaching strategies based on level of proficiency. The goal of the program is to develop and master English communication and academic language skills so that students are able to successfully meet grade level academics expectations and be able to actively engage in the school community. If the student has an IEP, the child’s MLL program will support meeting the instructional objectives of the IEP.



Below is a chart that reflects SouthSide’s Behavior & Consequence Levelled System:

Behavior & Consequence Levelled System

Level 1 Disruptive Behaviors <i>(Interfere with learning but are not harmful)</i>	Level 2 Dangerous Behaviors <i>(Potentially harmful)</i>	Level 3 Very Dangerous Behaviors <i>(Potentially lethal, have a significant likelihood of causing serious harm)</i>
<ul style="list-style-type: none"> • Non-compliance • Horseplay • Disruption of instruction (ex. calling out, walking around room, crawling under furniture, teasing swearing, yelling, being uncooperative) • Overt disrespect (ex. name calling) Minor destruction of property (ex. snapping a pencil in half, writing on furniture) 	<ul style="list-style-type: none"> • Repeated insubordination • Intentional physical aggression (scratching, slapping, biting, light head banging, kicking, running away) • Abusive language • Harassment/bullying • Throwing objects across room 	<ul style="list-style-type: none"> • Unprovoked physical aggression with intent of hurting others (choking, hitting someone extremely hard, punching, kicking) • Major destruction of property • Theft • Alcohol and/or drugs • Weapon
Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
<ul style="list-style-type: none"> • 2 R’s: Reminders, • Redirection, Reinforcement • Proximity Control • Take a Break • Buddy Classroom • Non-verbal Cue • Verbal Warning • Student Conference • Behavior Contract • Parent Contact • Recess Restriction • Restitution • Apology card or letter • Loss of privilege <p>Mandatory</p> <ul style="list-style-type: none"> • 1st offense - staff administers consequence • 2nd offense – complete student discipline form and contact family • 3rd offense - complete student discipline form and contact family 	<ul style="list-style-type: none"> • 2 R’s: Reminders, • Redirection, Reinforcement • Proximity Control • Take a Break • Buddy Classroom • Non-verbal Cue • Verbal Warning • Student Conference • Behavior Contract • Parent Contact • Recess Restriction • Restitution • Apology card or letter • Loss of privilege • Removal from class to Principal’s office • In-school suspension • Out-of-school suspension • Bus suspension <p>Mandatory</p> <ul style="list-style-type: none"> • Complete student discipline form and escort student to office • Principal will contact family 	<ul style="list-style-type: none"> • In-school suspension • Out-of-school suspension • Bus suspension • Contact law enforcement for extreme cases • Expulsion (for extreme cases) <p>Mandatory</p> <ul style="list-style-type: none"> • Complete student discipline form and escort student to office • Principal will contact family

Discipline Policy and Sanctions

Parents will be notified if student behavior habitually interferes with teaching and learning. Parents will also be informed of acts of kindness and exemplary behavior. We recognize that positive reinforcement goes a long way. We also know that an engaging curriculum along with strong relationships with students and parents will set the stage for academic and social success.

Code of Student Conduct

One of our primary goals at SouthSide Elementary Charter School is to educate and nurture the whole child: socially, emotionally, behaviorally, and academically. As such, all faculty and staff are committed to serving as positive role models, always demonstrating appropriate respectful behavior. The concepts of respect for self, respect for others, and respect for one's surroundings will be reinforced throughout all learning experiences. During the times in which a child needs redirection, the following philosophies and actions will be taken:



Responsive Classroom

SouthSide Elementary Charter School has implemented Responsive Classroom as a proactive approach to promote positive behaviors and healthy relationships within our learning environment. The Responsive Classroom approach is a way of teaching that emphasizes social, emotional, and academic growth within a strong and safe school community. Developed by classroom teachers, the approach consists of practical strategies for helping children build academic and social-emotional competencies day in and day out.

Guiding Principles

The Responsive Classroom approach is informed by the work of educational theorists and the experiences of exemplary classroom teachers. Seven principles guide this approach:

1. The social and emotional curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn.
3. Great cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need to learn a set of social and emotional skills that includes cooperation, assertiveness, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach is as important as knowing the children we teach.
7. How we, the adults at school, work together is as important as our individual competence: Lasting change begins with the adult community.

Classroom Practices

The Responsive Classroom is a general approach to teaching, rather than a program designed to address a specific school issue. It is based on the premise that children learn best when they have both academic and social-emotional skills. The Responsive Classroom approach consists of a set of practices that build academic and social-emotional competencies and that can be used along with many other programs.

These classroom practices are the heart of the Responsive Classroom approach:

- Morning Meeting—gathering as a whole class each morning to greet one another, share news, and warm up for the day ahead
- Rule Creation—helping students create classroom rules to ensure an environment that allows all class members to meet their learning goals
- Interactive Modeling—teaching children to notice and internalize expected behaviors through a unique modeling technique
- Positive Teacher Language—using words and tone as a tool to promote children's active learning, sense of community, and self-discipline
- Logical Consequences—responding to misbehavior in a way that allows children to fix and learn from their mistakes while preserving their dignity
- Guided Discovery—introducing classroom materials using a format that encourages independence, creativity, and responsibility
- Academic Choice—increasing student learning by providing students with teacher-structured choices in their work
- Classroom Organization—setting up the physical room in ways that encourage students' independence, cooperation, and productivity
- Working with Families—creating avenues for hearing parents' insights and helping them understand the school's teaching approaches
- Collaborative Problem Solving—using conferencing, role playing, and other strategies to resolve problems with students

As part of our family engagement endeavors, an annual Responsive Classroom workshop will be offered to our families. For more information on the Responsive Classroom approach, see www.responsiveclassroom.org



Southside's curriculum is fully aligned to all of the state-mandated standards. Below are links to all the content-specific standards:

Common Core State Standards for Math and Language Arts: <https://www.cgcs.org/Page/328>

Next Generation Science Standards: <https://www.nextgenscience.org/parentguides> , RI

Social Studies: <https://www.ride.ri.gov/InstructionAssessment/CivicsSocialStudies.aspx>

Physical Education: <http://www.thriveri.org/documents/RI PE Framework.pdf>

Health: <http://www.ride.ri.gov/InstructionAssessment/OtherSubjects.aspx>

Arts: <http://www.nationalartsstandards.org/>

Wonders

Wonders is an evidence-based K–5 ELA program that empowers students to take an active role in learning and exploration. Your students will enjoy unparalleled opportunities to express and assess themselves through reading, writing, and speaking. They will encounter the right content at the right moment in their learning journey to promote strong educational outcomes for all.

iReady Math

i-Ready Mathematics is an online custom math curriculum that provides students of all ages with differentiated instruction and supports them on their individual paths to success. Backed by cutting-edge research on best mathematics learning practices, students gain experience through concrete examples and engaging lessons. This personalized math curriculum features responsive instruction that provides consistent insight into student understanding and performance, enabling teachers to monitor their students' progress and help them prepare for standards-based assessments and beyond.

Building Blocks of Science 3D

The Building Blocks of Science 3D includes the following:

- Units and lessons are tied directly to real-world phenomena through a unit-specific Anchoring Phenomenon and lesson-specific Investigative Phenomena
- Phenomena videos help kick off each unit
- An all-new digital experience that includes:
 - Interactive Teacher's Guides
 - Simulations, interactive whiteboards, digital Student Investigation Sheets
 - Digital assessments including Tell Me More formative assessment prompts and a scenario-based summative assessment
- Interactive Student Readers, and more!
- Watch a Digital Teacher Guide review video to learn more
- Easy-to-use Teacher's Guide

Completely redesigned to include:

- Evidence of Scaffolding Charts for every unit—Where are students going? How will they get there?
- Kit materials and needed-but-not-supplied materials listed in lesson-by-lesson charts
- NGSS correlations by unit, lesson, and investigation
- Point-of-use callouts: Differentiation Strategies, Identify Phenomena, Digital Tips, Literacy Tips

Below is scope and sequence of the Building Blocks of Science 3D Curriculum:

K–5 NGSS Learning Framework

Three-Dimensional Science and Engineering Anchored in Phenomena

Kindergarten	<p><u>Push, Pull, Go</u></p> <p>K-PS2-1; K-PS2-2; K-2-ETS1-1; K-2-ETS1-2</p>	<p><u>Living Things and Their Needs</u></p> <p>K-LS1-1; K-ESS2-2; K-ESS3-1; K-ESS3-3; K-2-ETS1-2</p>	<p><u>Weather and Sky</u></p> <p>K-PS3-1; K-PS3-2; K-ESS2-1; K-ESS3-2; K-2-ETS1-1; K-2-ETS1-2</p>
1st Grade	<p><u>Light and Sound Waves</u></p> <p>1-PS4-1; 1-PS4-2; 1-PS4-3; 1-PS4-4; K-2-ETS1-1; K-2-ETS1-2</p>	<p><u>Exploring Organisms</u></p> <p>1-LS1-1; 1-LS1-2; 1-LS3-1; K-2-ETS1-2</p>	<p><u>Sky Watchers</u></p> <p>1-ESS1-1; 1-ESS1-2</p>
2nd Grade	<p><u>Matter</u></p> <p>2-PS1-1; 2-PS1-2; 2-PS1-3; 2-PS1-4; K-2-ETS1-1; K-2-ETS1-2</p>	<p><u>Ecosystem Diversity</u></p> <p>2-LS2-1; 2-LS2-2; 2-LS4-1; K-2-ETS1-2; K-2-ETS1-3</p>	<p><u>Earth Materials</u></p> <p>2-PS1-1; 2-ESS1-1; 2-ESS2-1; 2-ESS2-2; 2-ESS2-3; K-2-ETS1-1; K-2-ETS1-2</p>
3rd Grade	<p><u>Forces and Interactions</u></p> <p>3-PS2-1; 3-PS2-2; 3-PS2-3; 3-PS2-4; 3-5-ETS1-1; 3-5-ETS1-2</p>	<p><u>Life in Ecosystems</u></p> <p>3-LS1-1; 3-LS2-1; 3-LS3-1; 3-LS3-2; 3-LS4-1; 3-LS4-2; 3-LS4-3; 3-LS4-4; 3-5-ETS1-2</p>	<p><u>Weather and Climate Patterns</u></p> <p>3-ESS2-1; 3-ESS2-2; 3-ESS3-1; 3-5-ETS1-2</p>
4th Grade	<p><u>Energy Works</u></p> <p>4-PS3-1; 4-PS3-2; 4-PS3-3; 4-PS3-4; 4-PS4-1; 4-PS4-3; 4-ESS3-1; 3-5-ETS1-2; 3-5-ETS1-3</p>	<p><u>Plant and Animal Structures</u></p> <p>4-LS1-1; 4-LS1-2; 4-PS4-2; 3-5-ETS1-2</p>	<p><u>Changing Earth</u></p> <p>4-ESS1-1; 4-ESS2-1; 4-ESS2-2; 4-ESS3-2; 3-5-ETS1-2</p>
5th Grade	<p><u>Structure and Properties of Matter</u></p> <p>5-PS1-1; 5-PS1-2; 5-PS1-3; 5-PS1-4; 3-5-ETS1-2</p>	<p><u>Matter and Energy in Ecosystems</u></p> <p>5-PS3-1; 5-LS1-1; 5-LS2-1; 5-ESS2-1; 5-ESS3-1; 3-5-ETS1-3</p>	<p><u>Earth and Space Systems</u></p> <p>5-PS2-1; 5-ESS1-1; 5-ESS1-2; 5-ESS2-1; 5-ESS2-2; 5-ESS3-1; 3-5-ETS1-2</p>

Second Step

Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments. Children learn coping strategies the primary focus is on teaching empathy, self-regulation, and emotional regulation. Below is a chart that depicts Social Emotional Learning components emphasized within the Second Step Program



PeaceJam Curriculum - Prepares students to live with compassion in a multicultural world through an exciting program that explores bullying from the personal, social, and institutional perspectives, building skills, and understanding, and providing insights from heroes of peace from around the world. The PeaceJam Curriculum guides students through the process of developing service-learning projects that address social justice issues. The program focuses on Children As Leaders and the special role children can play in changing the world. They can help solve problems, start projects, and give new ideas that can help their communities.

Social Studies, Physical Education, Spanish, Music, Visual Arts, and Technology instruction are aligned with the Rhode Island Grade Span Expectations. Health and Physical Education comply with the RI Health Education Framework and the RI Physical Education Standards. Students participate in at least 100 minutes of physical education and health combined each week.





Reading Intervention - SouthSide's Reading Intervention program was created to support all SouthSide's readers and teachers. The Reading Interventionist will screen all students, K-5, with research-based screeners from CORE that evaluate fluency and comprehension. The Interventionist will provide classroom teachers with this baseline data at the BOY and will follow up with MOY and EOY screeners. The Interventionist will provide the classroom teacher with targeted coaching in literacy and writing and push-in support, in addition to pulling 1-3 small groups from each class. The Reading Interventionist will provide professional development around research-based practice in literacy and writing.

SouthSide's Reading Intervention program supplements quality, explicit classroom instruction by providing screening and baseline data for instructional decisions; small group support for the neediest students who need additional space/at-bats to practice and develop foundational reading skills. By screening 100% of the student population, Ms. Tracy-Harris will be able to facilitate high-quality conversations focused on data-driven planning and decision making with all teachers on our team. Additionally, Ms. Tracy-Harris will provide more specialized coaching support to teachers and identify whole-school trends by screening all students at SouthSide. All our staff work tirelessly to provide high-quality, explicit instruction in their classrooms, yet there's a sizable group of students in any class that requires more time to process information, extra at-bats and targeted academic feedback. SouthSide's Reading Intervention program exists to ensure that all students receive what they need as readers and writers, regardless of grade level.

Previously, the Reading Intervention program was limited to grades 3-5. However, to ensure reading gaps do not emerge early or undetected, the program will service students K-5 in 23-24 and moving forward. Another significant shift for SouthSide's Reading Intervention program includes a move away from Fountas & Pinnell assessments and their Leveled Literacy Intervention program. The University of Florida's Literacy Institute's Foundations curriculum has been adopted for whole group use in K-2, and in reading intervention. We've also begun using screeners and assessments provided by CORE Literacy, the organization that provides SouthSide's science of reading training. Molly Tracy-Harris, SouthSide's reading interventionist, has Orton-Gillingham training, and is working towards a specialized certificate in dyslexia through the University of Florida. Ms. Tracy-Harris is working to leverage her expertise to train SouthSide's staff and expand the capacity of our entire team.

GUIDELINES, POLICIES, AND PROCEDURES

SouthSide Policies



Dress Code Policy

Requiring students to wear uniforms minimizes superficial distractions, contributes to the calm atmosphere in your child's classroom and helps to create a professional working environment. Southside Elementary Charter School's student uniforms should be neat, clean and in good condition. To purchase SouthSide uniform shirts:

UNIFORM SHIRTS

POLO SHIRT	\$25
SHORT SLEEVE T-SHIRT	\$12
LONG SLEEVE T-SHIRT	\$14
ZIP HOODIE	\$30
TO ORDER: Contact Lourdes de Jesus at 401-383-7287 or via email at ldejesus@southsideelementary.org SOUTHSIDE ACCEPTS CASH ONLY – REQUIRED AT TIME OF PICK UP <i>Prices subject to change</i>	

<https://www.southsideelementary.org/uniforms>



Order Forms are available to download or print on the website or a copy can be picked up at the school.

Students are expected to wear clothing that meets the Southside Elementary School dress code as follows:

Boys and Girls

- All shirts, sweaters and fleeces must display the SouthSide logo.
- Shirts/Tops: Long or short sleeve royal blue polo shirt with the SouthSide logo. Shirts may be worn outside the pants, but cannot be longer than hip length. Longer shirts must be tucked in and belted.
- Undershirts: Royal blue or white, short or long sleeved
- Sweatshirts/Hoodies/Sweaters/Cardigans/Sweater-vests/Blazers: Royal blue only
- Bottoms: Khaki dress pants for boys or girls
- Girls may also wear shorts & skirts (no shorter than 4 inches above the knee)
- Leggings are not pants and may only be worn under a skirt or pants/capris
- Pants must be worn at the natural waistline - no sagging or visible underwear
- Jumpers/Dresses: No shorter than 4 inches above the knee, either solid navy blue or solid khaki. A uniform shirt must be worn underneath.
- Shoes: Regular shoes or sneakers
- Physical Education Uniform (SouthSide t-shirt and royal blue shorts and/or sweat pants) - Students may wear PE uniforms on assigned P.E. days (Tuesdays and Thursdays) but this is NOT required. We don't want our families to spend large amounts of money on uniforms and that is why PE uniforms are not required.

Not Permitted

- Bare shoulders
- Sleeveless shirts
- Denim shirts
- Tank tops
- Sheer shirts
- Exposed cleavage
- Exposed stomachs
- Shirts imprinted with photos, pictures, prints, words, or logos
- Open toe shoes
- Flip flops
- Sandals
- House slippers
- Heels
- Hats and all headwear are not permitted in the school building and must be removed upon entering the school.
- Bags, purses, backpacks must be kept in the classroom during the day.

Uniform Infractions

We appreciate your effort in helping our students to honor the dress code and we acknowledge children regularly for their dress code efforts throughout the year. Teachers and administrators will use discretion in cases when clothing or accessories are deemed distracting or inappropriate.

If a student is out of uniform, they will be kept out of class until the infraction is fixed in one of the following ways:

- Remove unauthorized item
- Change into appropriate clothing
- Borrow a uniform shirt/pants from the school for the day, if available.
- Call home to have someone bring the item needed to school. Students with a pattern of being out of uniform will be required to have a meeting with their parent and administrator.

Dress Down Days

The following items are not allowed:

- Shirts with inappropriate messages
- Shirts with low-cut armholes
- Shirts with shoulder straps less than "four fingers" wide
- Backless tops
- Halter tops
- Belly shirts
- Short-shorts or mini skirts
- Ripped, torn, or cut clothing
- Low sagging pants or baggy pants

Extra Clothing

Kindergarten and first grade students must have a complete extra set of clothing at school throughout the school year, including: extra uniform shirt and pants, underwear, and socks. These items must be labeled and kept in a plastic bag in your child's cubby. If your child has a bathroom accident and we do not have extra clothes, we will have to call you to come to school with clean clothing.

All children need to wear appropriate outdoor clothing so that they are comfortable when playing outside. During the winter, every child must have boots, mittens, a hat, a warm coat, and snow pants or an extra pair of pants each day. If you need assistance with obtaining warm, winter clothing, please let us know and we are happy to connect you with community resources.

Uniform Exchange

- Gently used articles of clothing/uniforms may be turned in to the school
- Requests may be made to a school personnel member and the materials will be sent home with your child
- It is not necessary to have an exchange or donation in order to use the uniform exchange
- We do ask that you return or exchange outgrown uniform clothing so that we can continue to serve as many students as possible

HEALTH AND WELLNESS POLICY

SouthSide promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. SouthSide supports a healthy environment where children can learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity to prevent obesity. Moreover, SouthSide recognizes that improved health optimizes student and staff performance potential.

SouthSide shall provide a comprehensive program that encompasses a combination of learning experiences and environmental supports designed to facilitate behavioral and environmental adaptations that are conducive to healthful lifestyles.

Physical Education and Physical Activity

SouthSide will deliver a rigorous, sequential, developmentally appropriate, kindergarten to 5th grade physical education curriculum, aligned with the Rhode Island Physical Education Framework, to develop physically educated individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.

- Basic instruction in health and physical education shall comply with Rhode Island standards. Recess, free play, and after school activities shall not be construed as physical education.
- Students are given opportunities for physical activity during the school day through recess periods, physical education classes, movement breaks, and the integration of physical activity such as yoga and Brain Gym into the academic curriculum.

- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Withholding physical activity as a disciplinary strategy in the classroom or in the school environment is strongly discouraged.

Health Education

SouthSide will deliver a rigorous, sequential, and differentiated K-12 health curriculum that is aligned with the Rhode Island Health Education Framework and Rhode Island Department of Education Comprehensive Health Instructional Outcomes, resulting in students who possess the knowledge and skills to embrace healthy lifestyles.

- Instruction is integrated into the classroom or provided as a class period.
- Health Education will include instruction in the following content areas appropriate to grade or developmental level:

- Personal health
- Mental and emotional health
- Injury prevention
- Nutrition
- Sexuality and family life
- Disease control and prevention
- Substance use and abuse prevention

Nutrition Promotion

- Students in grades K-5 will participate in nutrition promotion initiatives that are interactive, aligned with state and national standards, and that teach the skills they need to adopt healthy eating behaviors.
- Nutrition promotion will be offered with coordination between University of Rhode Island SNAP-Ed Nutrition Program Coordinator, the physical education teacher, the school nurse teacher and classroom teachers.
- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community, and media.
- Family nutrition promotion may be provided in the form of handouts, postings on school website, articles and information provided in school newsletters, presentations that focus on nutritional value and healthy lifestyles, communication with school nurses and clinicians, and through any other appropriate means available for reaching parents.

NUTRITION STANDARDS FOR ALL FOODS AVAILABLE ON SCHOOL GROUNDS

- The school breakfast, lunch, and Fresh Fruit and Vegetable programs will comply with the USDA Requirements for Federal School Meals Programs and the RI Nutrition Requirements.
- The SouthSide School Health and Wellness Subcommittee will work collaboratively with food service providers and other community organizations.

A la carte, vending, and all foods sold on school grounds

Food

- For safety reasons, SouthSide is a peanut and tree nut free school
- SouthSide does not sell food on school grounds.
- Only "healthier snacks" are distributed on school grounds both prior to and during the school day.
- SouthSide encourages consumption of nutrient-dense foods, i.e., whole grains, fresh fruits and vegetables, and dairy products as outlined in the 2010 Dietary Guidelines for Americans.

Beverages

- SouthSide does not sell beverages on school grounds.
- Only "healthier beverages" are distributed on school grounds both prior to and during the school day.
- Water, defined as one of the healthier beverages, will be available and encouraged for all students.

Cafeteria Environment

In the cafeteria, students will have:

- ☑ adequate space to eat and a clean, pleasant environment;
- ☑ adequate time to eat meals - 20 minutes or more for lunch;
- ☑ convenient access to hand washing and/or hand sanitizing facilities before meals;
- ☑ strategies to maximize eating/recess time such as "Recess before Lunch."

Fundraising

- All food fundraisers shall meet the Healthier Snacks and Beverage Law (16-21-29).
- Fundraisers that promote physical activity are encouraged.

Teacher-to-Student Acknowledgements and Incentives:

It is the intent of SouthSide that acknowledgements and incentives do not undermine efforts put forth in this policy. Therefore, the use of food as a reward, acknowledgement, or incentive in the classroom or in the school environment is discouraged, except when recommended by a physician, clinical treatment team, or evaluation team.

Classroom and After School Program Snacks:

Classroom snacks, provided by teachers, must adhere to the Healthier Snacks and Beverage Law (16-21-29). SouthSide does not provide after school programming.

Celebrations/Events:

Celebrations/events include, but are not limited to, birthdays, holidays, potlucks dinners, etc. SOUTHSIDE may choose to handle celebrations/events in a variety of ways including:

o Non-food celebrations are encouraged during the school day. However, SouthSide allows celebrations involving food after school hours because we recognize that foods are an important part of our families' diverse cultures. For the purpose of events that take place beyond the school day, our families

- The Health and Wellness Subcommittee reviews the effectiveness and implementation of the policy; and provides feedback annually to the SouthSide leadership team.
- Best practices that promote the goals outlined in this policy will be shared with staff by building directors and the SouthSide leadership team.

AREAS OF IMPORTANCE OUTSIDE OF NUTRITION AND PHYSICAL EDUCATION/ACTIVITY

The Health and Wellness Subcommittee recognizes that additional topics pertaining to health and wellness, including but not limited to personal health, mental and emotional health, injury prevention, nutrition, sexuality and family life, disease control and prevention, and substance abuse and abuse prevention may be reviewed by the committee and recommendations will be forwarded to the SouthSide leadership team for review.

TRANSPORTATION/SCHOOL BUS SAFETY

In order to ensure that our students are safe while riding the school bus, they are expected to follow these bus expectations:

- Follow any and all directions given by bus personnel willingly and promptly, and to sit in their assigned seats.
- Respect each other and respect property.
- Use inside voices and appropriate language.
- Refrain from throwing things in, at or out the windows of the bus.
- Hands, feet and arms should be inside the bus at all times.
- Remain seated while the bus is moving.



Please contact First Student with any questions regarding bussing (late busses, etc.) – 401-943-7536

ANTI-DISCRIMINATION



SouthSide Charter School does not discriminate and will not tolerate discrimination of others on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ethnicity, age, disability, veteran, genetic information or marital status in the delivery of our educational programs and services or our admission and employment considerations.



